



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN ANCHOR
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY



Information pack for the post of

Hinchingbrooke Hospital Redevelopment Programme

Procurement Manager

Finance Division

August 2024



GOOD TO
OUTSTANDING



Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a workplace.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWAngliaFT where we truly value the health and well-being of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink that reads "Hannah Coffey".

Hannah Coffey
Chief Executive Officer

Job Description

JOB TITLE	HHRP Procurement Manager
GRADE	8A
DEPARTMENT	Finance
HOURS OF WORK	37.5 hours per week
PROFESSIONALLY ACCOUNTABLE TO	Chief Finance Officer
ACCOUNTABLE TO	Director of Procurement & Supply Chain

Job Summary

In 2023, the Secretary of State for Health and Social Care launched the New Hospital Programme which set out to redevelop 40 hospital schemes across the country. North West Anglia Foundation Trust (NWAFT) was included in this programme and intends to develop a new hospital at the Hinchingsbrooke Hospital site that is exemplary in its design, sustainability and wider regeneration and economic value. In May 2023, the Hinchingsbrooke Hospital Redevelopment Programme (HHRP) was formally included in the New Hospital Programme (NHP).

The development represents a once-in-a-generation opportunity of investment into Hinchingsbrooke Hospital and our local communities. The redevelopment is not just about the re-provision of our buildings but an opportunity to re-imagine and transform the care that we provide together to our population with new pathways, digital tools, new workforce models and ways of working across acute and out-of-hospital settings.

The redevelopment programme will see the replacement of the existing RAAC hospital, other acute healthcare buildings and critical infrastructure on the Hinchingsbrooke Hospital site with a new purpose-built smart digital hospital aligned with the NHP Hospital 2.0 standards by 2030-31. We are incredibly excited at the prospect of the improved experience this will deliver for our patients, staff and local communities and in particular, the opportunities it offers us for working with partners to maximise the opportunities the scheme offers us.

The post holder will be required to:

- provide strategic procurement support and work directly to the Director of Procurement & Supply Chain in the effective Procurement of all goods and services required for the Trust, primarily focusing on the Hinchingsbrooke Hospital Redevelopment plan. Ensuring sufficient supply, efficient processes and excellent quality and value for money are obtained for our Trust, patients and the tax payer.
- provide support on the Trust Procurement Strategy, to achieve a continued reduction in the cost base through the achievement of a sustainable cost improvement programme supporting all divisions in the delivery of their non-pay savings targets.
- develop strong customer/stakeholder relationships in order to meet customer requirements ensuring compliance with category priorities and actively taking the lead in the development of key strategies for supplier engagement and contract management.
- undertake the duties and deputise in the absence of the Director of Procurement & Supply Chain.

Key Responsibilities

1. Run complex Public Sector procurements, managing multiple senior stakeholders reporting and presenting procurement outcomes on contract award in both written and verbal formats to deliver breakthrough performance in cost, service and quality.
2. Lead on discussions and negotiations with companies and organisations with which the Trust looks to do business, maintaining productive supplier relationships, keeping all contracts under review, and being alert to new opportunities as they present to the organisation.
3. Leading large often complex procurement activities delivering savings and other optimal outcomes of a tactical (cost reduction) and strategic nature in a challenged and financially stressed healthcare environment.
4. Responsible for undertaking complex analysis and modelling of expenditure to support the Procurement Team sourcing activities including a sound knowledge of the total cost of ownership and the end-to-end procurement processes.
5. Make a significant Trust contribution to Collaborative Procurement and support the delivery of opportunities identified in workplans. This is to include collaborative procurements within our local health economy partnership where applicable, with

specific awareness and input to the Cambridge and Peterborough Integrated Care System (ICS). Supporting the implementation and delivery of NHSE&I based Procurement programme as detailed in the Procurement Target Operating Model (PTOM).

6. Be able to work under your own initiative and to make assured procurement decisions and recommendations to the Director of Procurement & Supply Chain and so to the Chief Finance Officer.
7. To ensure contract compliance is maintained and improved across the Trust, perusing robust contract management to eradicate maverick (off contract) spend.
8. Manage risk to ensure compliance and adherence to all Trust policies and procedures in particular Procurement law, local standing financial instructions and standing orders and maintaining knowledge and expertise in procurement legislation and case law.
9. Ensure the Department maintains strong links with its Procurement and Supply Chain partners specifically the East of England NHS Collaborative Procurement Hub, NHS Supply Chain, NHS Business Services Authority, Crown Commercial Services and NHSI/DH (Procurement). In addition, maintain contact with external professional bodies, such as the Chartered Institute of Procurement & Supply and the Health Care Supply Association.
10. Support the development and modernisation of procurement practice and systems within the Trust. To align with Department of Health e-procurement strategy and overall Model Hospital metrics including the Spend Comparison Service and delivery of the savings opportunities identified.
11. Ensure all staff in the department understand their roles and responsibilities with regard to health and safety, and carry out risk assessments to ensure that you and your staff are working in a safe environment at all times.
12. Contribute to the work and development of the Finance Directorate as a whole, through the delivery of training and briefing programmes to Trust staff. Participation in Trust-wide projects and initiatives when required and as a member of the Procurement & Supply Chain Dept. senior management team.
13. To undertake any other duties related to the role as directed by the Director of Procurement & Supply Chain.

14. The post will be based at Hinchingsbrooke Hospital however will involve cross-site working as and when required.

Departmental Management

15. To provide overall operational management to the Hinchingsbrooke Hospital Redevelopment Procurement Projects team to ensure we have an effective, forward thinking team that is fit for the future.
16. To undertake and ensure that all staff direct reports in the department have Personal Development Plans in place and have an Individual annual Personal Appraisal.
17. To assist in the development of Procurement & Supply Chain staff training plans and embed this in the culture of the Departments professional development.
18. To ensure there are effective systems of communication within the Department for full staff engagement and participation.

Communications

19. To ensure at all times that effective communications and good working relationships are maintained with all our internal and external stakeholders and our suppliers.

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery

- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

C. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.

Given the nature of this post, the post holder may be required to work flexibly to respond to work patterns.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. The post holder will be expected to be flexible and adaptable.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

Person Specification

Job Title:	Procurement Manager
Directorate:	Finance
Responsible To:	Director of Procurement & Supply Chain

Criteria	Essential or Desirable Criteria	Assessment Method				
		A	I	T	R	
Education and Qualifications – In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.						
<ul style="list-style-type: none"> Educated to a postgraduate degree level or equivalent experience at a senior procurement manager level in a relevant commercial environment 	E		✓	✓		
<ul style="list-style-type: none"> Membership of the Chartered Institute of Procurement and Supply (CIPS) 	E		✓	✓		
<ul style="list-style-type: none"> Evidence of continued personal and professional development (CPD) 	E		✓	✓		
<ul style="list-style-type: none"> Prince 2 Practitioner 		D	✓	✓		
Experience						
<ul style="list-style-type: none"> Proven experience as a Procurement Manager in previous or similar commercial roles 	E		✓	✓		✓
<ul style="list-style-type: none"> A minimum of 3 years management experience in a similar role 	E		✓	✓		✓
<ul style="list-style-type: none"> Experience managing staff across a multi-site environment 	E		✓	✓		✓
<ul style="list-style-type: none"> Ability to influence and lead in a complex organisation 	E		✓	✓		✓
<ul style="list-style-type: none"> Demonstrable experience of using IT Procurement solutions at an advanced level for Contract Management, e-tendering, catalogue Management and Inventory Management. 	E		✓	✓		✓
<ul style="list-style-type: none"> Highly numerate, articulate and IT literate to an advanced standard. 	E		✓	✓		✓
<ul style="list-style-type: none"> NHS experience in a similar role 		D	✓	✓		✓
Knowledge						
<ul style="list-style-type: none"> Knowledge of the current NHS national agenda and challenges 	E			✓		
<ul style="list-style-type: none"> Knowledge of national (NHSE/I) Procurement policy, priorities and challenges aligned to the Carter Report 	E			✓		
<ul style="list-style-type: none"> Knowledge of NHSE/I -PTOM 	E			✓		

<ul style="list-style-type: none"> Knowledge of ICS based procurement and its timetable for implementation into the local health economy 	E		✓			
<ul style="list-style-type: none"> Sound understanding of Model Hospital metrics and revised NHS/GCF Procurement standards 	E		✓			
<ul style="list-style-type: none"> Sound knowledge of NHS e Procurement and associated IT solutions 	E		✓			
<ul style="list-style-type: none"> Sound and in depth knowledge of public procurement legislation and associated contract law. 	E		✓			
Key Skills						
<ul style="list-style-type: none"> Advanced interpersonal skills: negotiation, influencing, conflict management and resolution, feedback, partnership working and mentoring. 	E		✓	✓		
<ul style="list-style-type: none"> Evidence of the ability and commitment to and delivery of staff development and organisational development 	E		✓	✓		
<ul style="list-style-type: none"> Ability to Identify and exploit innovative Procurement and Supply Chain opportunities 	E		✓	✓		
<ul style="list-style-type: none"> Ability to manage high value procurement projects 	E		✓	✓		
<ul style="list-style-type: none"> Evidence of the ability to lead and deliver to budget on time driven and challenging deadlines in relation to complex Procurement projects 	E		✓	✓		
<ul style="list-style-type: none"> Excellent analytical skills in handling complex and often contradictory commercial information requiring interpretation and comparison with options presented to ensure Value for Money solutions are delivered. 	E		✓	✓		
<ul style="list-style-type: none"> Excellent Communication skills written ,oral and listening 	E		✓	✓		
<ul style="list-style-type: none"> Ability to work under pressure and to work flexibly 	E			✓		
Other						
<ul style="list-style-type: none"> Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs 	E			✓		
<ul style="list-style-type: none"> Commitment to public service values. E.g.: transparency, probity and accountability 	E			✓		
<ul style="list-style-type: none"> Exemplify behaviours consistent with the trust's Values and Behaviours 	E			✓		
<ul style="list-style-type: none"> Put patients and clinicians at the heart of decision making 						
<ul style="list-style-type: none"> Professional appearance and & exemplary behaviour 	E			✓		
<ul style="list-style-type: none"> Good previous attendance record 	E					✓
<ul style="list-style-type: none"> Must be eligible to work in the UK 	E		✓	✓		
<ul style="list-style-type: none"> Prepared to work under pressure and to demanding deadlines. 	E			✓		

Assessment Criteria: A = Application, I = Interview, T = Test, R = References